



***MINUTES OF THE ONE-HUNDRED-AND-EIGHTY-EIGHTH  
MEETING OF THE MERIT BOARD – May 15, 2013***

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***State Universities Civil Service System Office  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802  
&  
(Video Conference)  
University of Illinois at Chicago  
College of Pharmacy  
Room 270  
833 South Wood Street  
Chicago, Illinois  
&  
(Video Conference)  
Southern Illinois University Carbondale  
Morris Library  
Conference Room, 1<sup>st</sup> Floor  
605 Agricultural Drive  
Carbondale, IL***

Ms. Hasara called the meeting to order at 10:12 a.m.

Members present at the primary meeting location were: Karen Hasara, representing the University of Illinois; Robert T. Marshall, Jr., representing Northern Illinois University; and Robert D. Webb, representing Eastern Illinois University.

Member present at the Chicago videoconference location were: Anthony Young, representing Chicago State University.

Member present by audio conference: Donna Manering, representing Southern Illinois University.

Members absent were: Lyneir Cole, representing Western Illinois University; Marvin Garcia, representing Northeastern Illinois University; Patricia Brown Holmes, representing the University of Illinois; and James D. Montgomery, representing the University of Illinois.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Abby K. Daniels, Manager, Legal Services and Legal Counsel; Teresa Rademacher, Secretary for the Merit Board; and Julie Benedict, Chair of the State Universities Civil Service Advisory Committee. Various other university employees and University System Office staff were also in attendance.

#### ***Discussion on Merit Board Reorganization***

Mr. Morelock stated that Chair Maitland had not been reappointed to serve on the Board of Trustees for Illinois State University which in term has caused her to terminate her membership on the University Civil Service Merit Board. Mr. Montgomery has agreed to serve at the chair until the next election of officers which will be the first meeting in 2014.

#### ***Report of the State Universities Civil Service Advisory Committee – Julie Benedict, Chair***

The Merit Board heard a report from Julie Benedict, Chair of the State Universities Civil Service Advisory Committee. The Committee last met on April 18 and 19, 2013 at Southern Illinois University Edwardsville. Larry Curtis, EAC Member, updated the committee on the various pension issues for this legislative session. Ms. Benedict further stated that the exemption issues are still a major concern for the committee and stated that everyone will need to continue to be involved for this issue to be resolved and to come to some type of solution. The committee would like to see the universities address the issue of the negative perception of civil service employment and employees. The perception is that civil service employees are not as professional as Academic Professionals and Principal Administrative Appointments. She further stated that she had attended the recent Stakeholders Committee meeting which was a good opportunity for her and others to gain a better understanding of what everyone needs. She further stated that the committee is continuing to work on several changes to the committee's By-Laws.

#### ***Report of the Human Resource Directors Advisory Committee – Maureen Parks***

The Merit Board heard a report from Maureen Parks, representative of the Human Resource Directors Advisory Committee. Ms. Parks stated that the HR Committee had not met this past quarter, but that the committee will meet again before the next board meeting which is scheduled for August 21, 2013. She stated that the Stakeholders Committee group had recently met and they will continue to work the various issues. Ms. Parks further stated that a concern

of the many HR Directors it the way the Audit Team is looking at audit issues. During the time span of audit, which is usually a two year period, the audit team should only be looking at those changes/issues which have occurred in the past two years and not going back 15 years. She also felt it would be helpful to have a better understanding of the audit process so that audits could be more successful. Mr. Morelock commented that people in classifications, job descriptions, etc. are constantly changing and that is why we have a Classification Plan to manage these issues and to simply state that decisions made 15 years ago are not subject to audit, is simply incorrect and inaccurate. Mr. Morelock agreed that this it is a very complex issue. Mr. Parks further stated that whenever specifications are updated to the Classification Plan, as HR Directors, they need time to go back and look at the various positions a to determine if changes are needed. Ms. Hasara asked that the Board hear more about the progress of addressing this question at the next meeting of the Merit Board.

#### ***Update on audit issues at the University of Illinois at Chicago***

Mr. Morelock updated the Merit Board on the recent reports the agency had received from the University of Illinois at Chicago (UIC) regarding their previous audit issues. The Job Analysis Report for vacant academic professional positions indicated the following new academic professional positions that were approved by UIC for the following months:

- January 2013 – 6 positions
- February 2013 – 5 positions
- March 2013 – 11 positions

The Monthly Conversions of Academic Professional Positions to Civil Service Positions Report indicated the following:

- January 13 – 19 positions were converted to Civil Service
- February 2013 – 7 positions were converted to Civil Service
- March 2013 – 4 positions were converted to Civil Service

Mr. Morelock further stated that the University of Illinois at Chicago has made great strides to address the audit issues and he recommended that this item no longer appear as a regular agenda item for future Board meetings. The Merit Board informally concurred.

#### ***Biennial Audit Program – Review of Recent Activities***

Mr. Morelock updated the Merit Board on the Final Audit Reports that had been completed since the last Merit Board meeting. Following are the audits that had been completed and are posted on the University System office website:

- *University of Illinois at Chicago*
- *Governors State University*
- *SIU School of Medicine*
- *U of I College of Medicine Rockford*
- *Illinois State University*

### ***Annual Ethics Training for Merit Board Members and Staff***

Mr. Morelock stated that all Merit Board members need to complete their Ethics Training for 2013 by the end of May, 2013. Even if they have completed with their university, they still need to complete training for our agency. University System employees will be completing Ethics Training between May 14 and June 12, 2013 for 2013.

### ***Report of the Executive Director***

Mr. Morelock provided an agency report which included the following items:

- Compliance Audit – Auditor General's office was onsite the week of April 29. Auditors will continue to collect material. Final report will not be issued until after December 2013.
- Agency's budget was reviewed. FY 2013 yearly expenditures were included in the agenda materials.
- Recent classification/examination changes were reviewed. Dr Webb asked who revises the class specifications. Mr. Morelock informed the Board that our agency and experts in the related field develop the class specs and examinations.
- Information regarding interagency activities with a list of University/Agency visits was included in agenda materials.

### ***Report of Legal Counsel – Abby K. Daniels, Manager, Legal Services and Legal Counsel***

Ms. Daniels updated the Merit Board on some outstanding legal matters. Thus far in FY 2013 there have been 45 Written Charges for Discharge served on employees at the various universities and agencies. Sixteen of those employees have requested a hearing. Following is a summary of the outcome of the cases:

- 3 Employee withdrew request before Hearing -- (Tillman/UIC, Chao/UIC, Graham/UIC)**

- 2      **University withdrew Charges before Hearing** – (Clark/UIC, Heard/UIC)
- 1      **Settlement Agreement before Hearing** – (Shepherd/SIUC)
- 1      **Settlement Agreement during hearing** – (Kaufman/ISU)
- 1      **Resigned before Hearing** – (Portree/ISU)
- 1      **Resigned after Hearing** – (Nesbitt/UIUC)
- 1      **Discharged** – (Mays-Campbell/UIUC)
- 6      **Pending** – (Harvey/UIUC, McClure/ISU, Runck/UIUC, Batson/CSU, Ramakrishnan/NIU, Perry/EIU)

Ms. Daniels further updated the Merit Board regarding an administrative review case – Kafka vs. University Civil Service Merit Board et. al. This was a discharge case where the Merit Board upheld the discharge of the employee from Northern Illinois University. Officer Kafka took the matter to circuit court for administrative review and the circuit court affirmed the Merit Board’s decision. Officer Kafka further appealed and the Appellate Court agreed with the Merit Board’s determination. A copy of the final Order was included in the agenda materials.

#### ***Other Items as Presented***

Mr. Morelock stated that the next meeting of the Merit Board will be on Wednesday, August 21, 2013 at the University System office, with videoconference locations in the Chicago and Carbondale areas. He further stated that the Board will meet within the next two to three weeks to take action on the items that the Board was not able to complete at this meeting. The meeting adjourned at 10:43 a.m.

Respectfully submitted,

*/s/ Teresa M. Rademacher*

Teresa M. Rademacher  
Secretary for the Merit Board

APPROVED:

*/s/ James D. Montgomery*

James Montgomery, Vice Chair  
University Civil Service Merit Board

September 10, 2013

Date

